



Desire2Learn – Student User Guide

Bow Valley College Learners



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Logging in to Desire2Learn

Technical help

Contact the **BVC Help Desk** 7 days a week from 9:00 a.m. to 9:00 p.m. if you need **technical assistance** using Desire2Learn (D2L).

- Phone: 403-410-1611
- Email: helpdesk@bowvalleycollege.ca
 - Please provide student ID number and name when emailing the Help Desk.

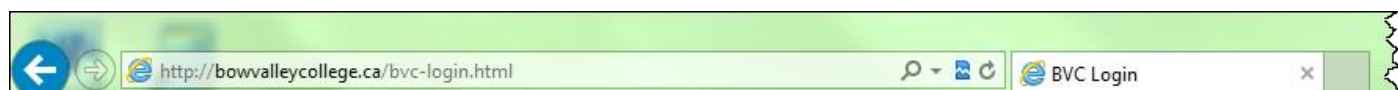
Computer help is also available in the RGO Library and Learning Commons (LLC) Monday to Friday from 8:00 a.m. to 4:00 p.m. Call 403-410-1657 for specific availability or to make an appointment.

How to log in

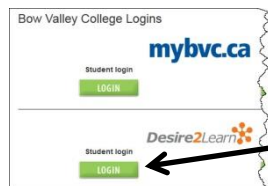
1.
2.
3.

Complete the following steps to log in to your D2L account:

1. Open your **internet browser**.
2. Type in bowvalleycollege.ca/bvc-login and press **Enter**.

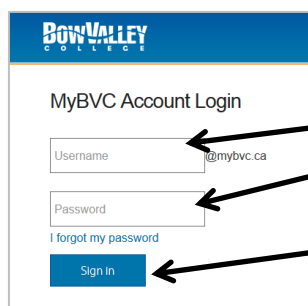


3. Click on the **Student Login** under **Desire2Learn**.



Click on **LOGIN**

4. Type in your **Username** and **Password** in the space provided.
5. Click **Sign in**.



Type your
Username and
Password.

Click **Sign in**.

Your username and a link to create a password will be emailed or mailed by the Office of the Registrar upon acceptance into the program.

Example username: j.smith452

Reset password: <https://account.mybvc.ca/passwordreset.aspx>



If you **did not receive** a username and link to create a password in your email, click on 'I forgot my password' and follow the instructions on the screen. An email with username and password information will be sent to your email.



Explore Your D2L Home Page



There may be slight differences between the example home page in this guide and the home page for your account. Titles and available information may vary. This handout is meant as a guide only.

What does a D2L home page look like?

The screenshot shows the D2L Home Page for Bow Valley College. The page is divided into several sections:

- 1) Minibar:** Located at the top right, it includes a user profile for Kristina Student and a Communication dropdown menu.
- 2) Navbar:** A horizontal bar below the Minibar containing dropdown menus for News, My Programs, My Settings, Calendar, Help for Students, and Updates.
- 3) My Programs:** A section on the right side of the page, currently showing 'Practical Nurse'.
- 4) My Settings:** A section on the right side of the page, showing a welcome message for Kristina Student and links to Profile, Account Settings, Notifications, Email Address, Change Password, View my progress, and Locker.
- 5) News:** A section on the left side of the page, displaying a 'December D2L Maintenance' announcement and a notice about RGO LLC/Testing Centre Christmas Hours of Operation.
- 6) My Courses:** A section on the left side of the page, showing a list of courses for the 'Fall' semester, including 'HH00125: The Importance of Play FALL 2013' and 'HH00042: Child Development: An Introduction - 135EPMNTR1'.

1) Minibar:

This will follow you to every page in D2L. Here you can access your email, profile, change courses and logout.

2) Navbar:

This allows you quick access to your communication and course tools. The navbar is course based; the items accessed from the navbar will be different for each course. On the home page, only communication tools are accessible.

3) My Programs

Here you can access program news, messages, forms and information.

4) My Settings:

Here you can change profile information, update your email, check your progress and save and retrieve files from your locker.

5) News:

Announcements from the college are here. For old messages click on the word **News**.

6) My Courses:

Access courses here. If the **News** is long, scroll down to see your available courses.



Profile pictures will be shared with instructors and classmates. It is a good idea to upload a picture, especially in an online class, but it is **not mandatory**. Any picture used in the D2L profile must comply with the Bow Valley College Student Code of Conduct.

Access your courses – My Courses

You can access your D2L courses in two places. Either click on the course name in the **My Courses** widget on your D2L home page or click on **Select a course** in the home page minibar and click on a course from the menu that opens.



Click on the name of the course to access the course materials and tools.

OR...



Click on **Select a course** to open a list of available courses.

Click on the name of the course you want to access.

{End of Section}



Navigate D2L Courses and Course Materials



There may be differences between the example course shown and your D2L courses. Titles and available information may vary. This is meant as a guide only.

Explore the course home page

The screenshot shows the D2L course home page for 'HHC0125: The Importance of Play FALL 2013'. The page layout includes a top navigation bar with 'My Home' (1), the course name (2), and a user profile 'Kristina Student'. Below this is a blue header with the Bow Valley College logo and the course name. A secondary navigation bar contains 'Course' (7), 'Content', 'Communication', and 'Assessments' (3). The main content area is divided into several sections: 'News' (4) with a 'Course Map' announcement, 'Help for Students' (5) with a 'Desire2Learn Help' link, 'Updates' (6) with a '1 Quizzes Not Attended' notification, 'Content Browser' (7) with a list of resources like 'Syllabus', 'Course Material', 'Assessments', 'Glossary', and 'Learning Modules', 'Calendar' (8) showing 'Thursday, Nov 28, 2013', and 'Tasks' (9) with an 'Add a task...' input field. A 'FOIP' (Freedom of Information and Privacy) section is also visible at the bottom left.

1) My Home button

Click this button to return to the D2L home page.

2) Course name

The name of the course will appear in two places on the page.

3) Course Navbar

Use the course Navbar to access Content, tools for communication such as discussions and email and assessment tools such as assignment drop boxes, quizzes and grade reports.

4) News

Course news will appear in this section.

5) Help for Students

Find tutorials for using D2L by clicking here.

6) Updates

Notifications appear here. For example, unread discussion message notification, or unread email notification.

7) Content

Any course materials provided will be in this section. This section may appear in two places.

8) Calendar

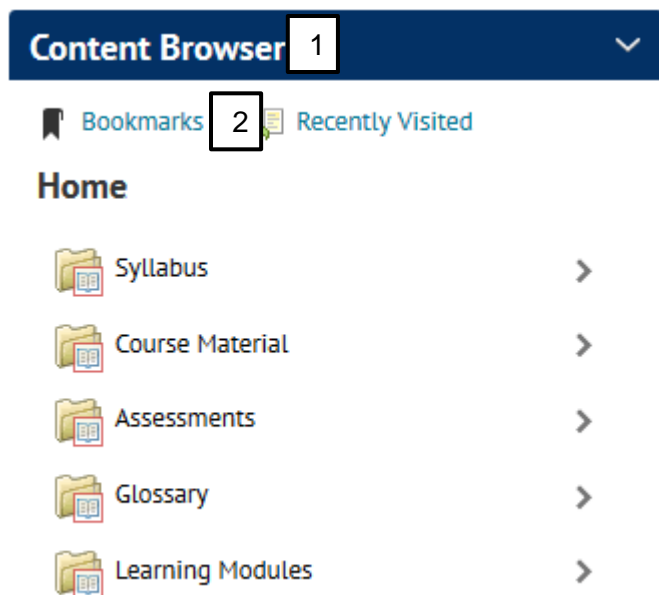
Any upcoming events in the course will be listed here.

9) Tasks

Use this to create a to do list.

Content, learning modules and bookmarks

For most D2L courses, the **Content Browser** and **Bookmarks** are where you will find and keep track of your learning modules and course information.




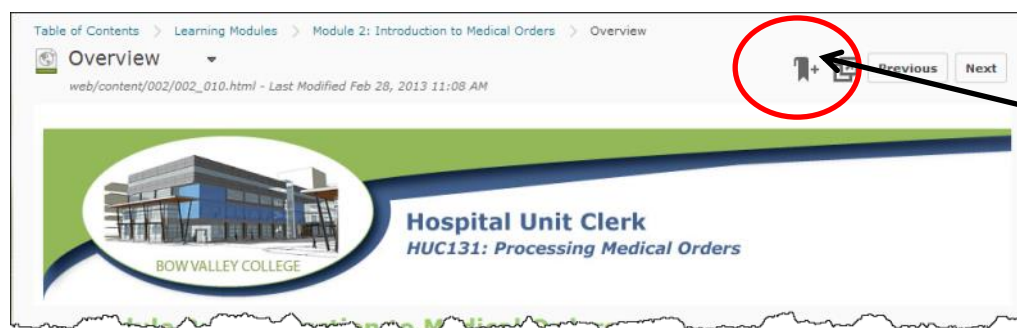
1) Content:

Click on the word **Content Browser** or **Content** to access the full **Table of Contents** for the course. Learning modules or course materials will be found here. Click the **Home** button in the **Content Browser** to return to the main list of learning modules for the course and find any bookmarks you have created.

2) Bookmarks:

Use bookmarks in the **Content Browser** to track reading and activities. When you add a bookmark it will be stored until you choose to delete it.

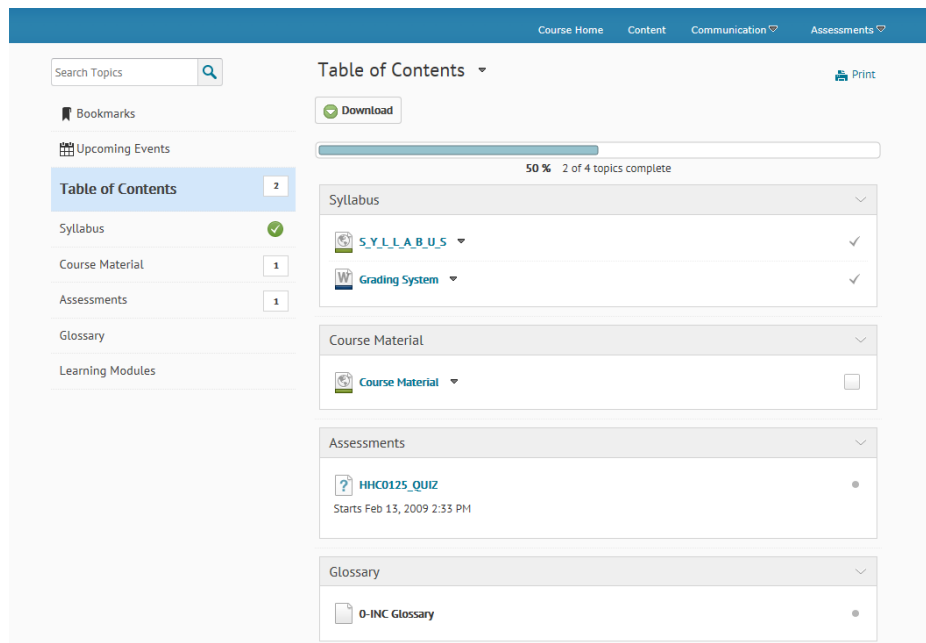
When you open a learning module article it will open full page on the screen. Below is an example of an overview article from a learning module. Bookmark this for follow-up or to mark your place by clicking on the bookmark button ( +) at the top of the screen. Click the button again to clear the bookmark.



Click the bookmark to save a page. Click it again to remove the bookmark.

Content browser table of contents

Once you click on the **Content browser** button you will be taken to a **Table of Contents** that will list all of the content available in the course.



From the **Table of Contents** access any item made available by the instructor in the course.

Click on the category on the left hand side to see the materials available in that category.

Click on the name of the item you want to access on the right hand side and it will open.

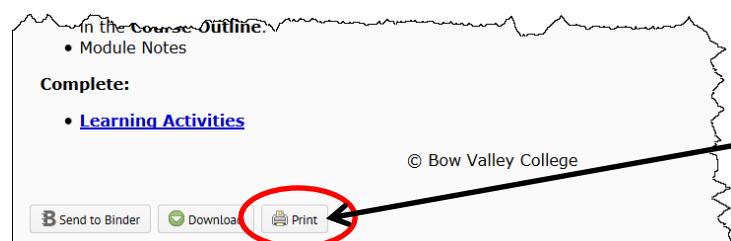
Most content can be downloaded or printed if desired.

Printing course items from the Content Browser


Content from the instructor can be either **web content** or **document content**.

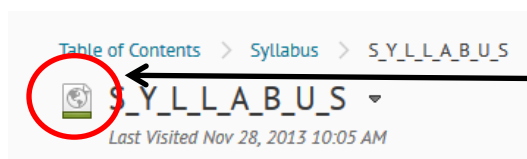
1) Printing web content.

When an instructor provides web content for the course there will be a print button at the bottom of the content item. Click on the button to print the page.



Click the **Print** button to print the document on the page.

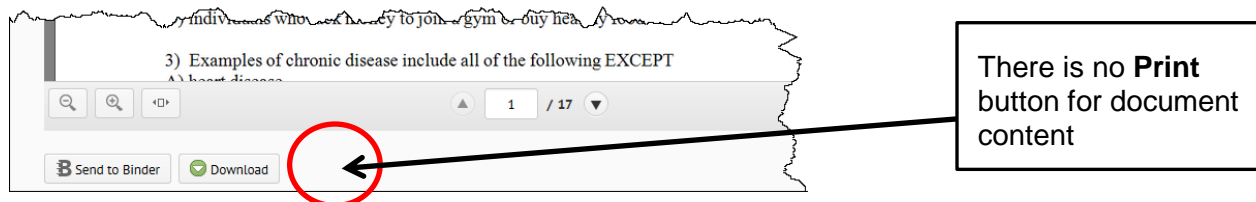
You know it is web content if you see the green symbol  next to the title.



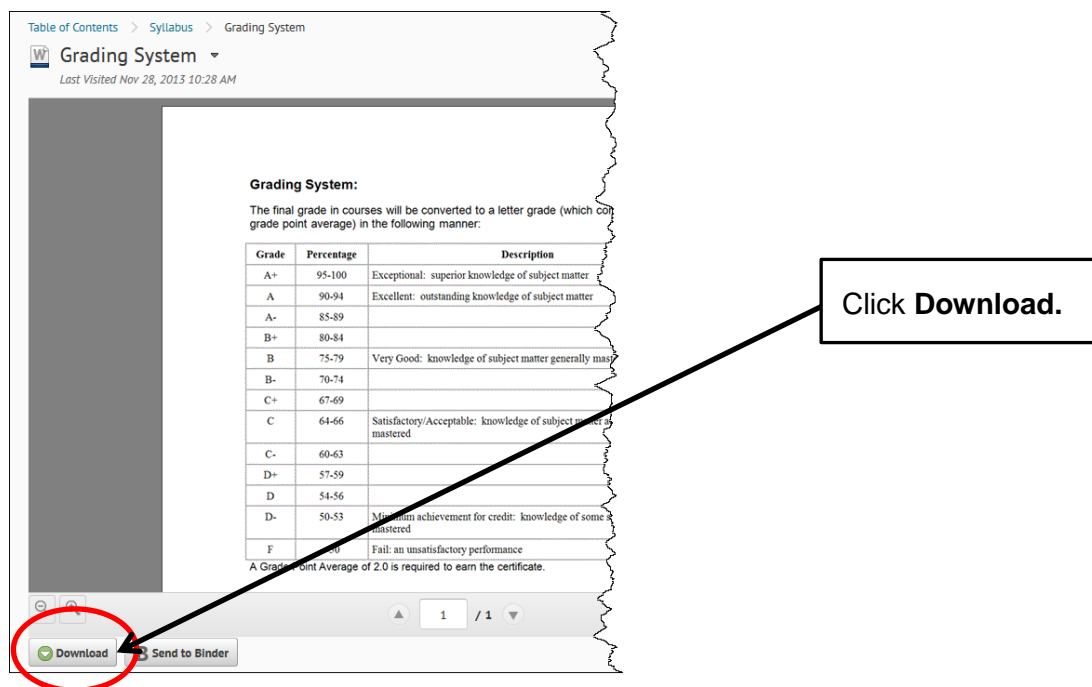
This symbol next to the title means web content.

2) Printing document content.

When an instructor provides document content you will need to download the document to your computer, open it, and then print. There is no print button on the screen.

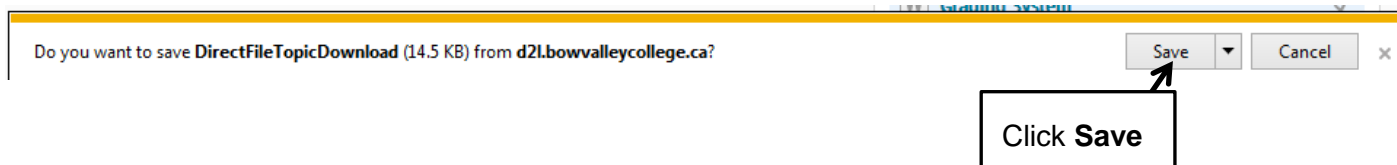


1. First Click Download (located at the bottom of the document on the screen).

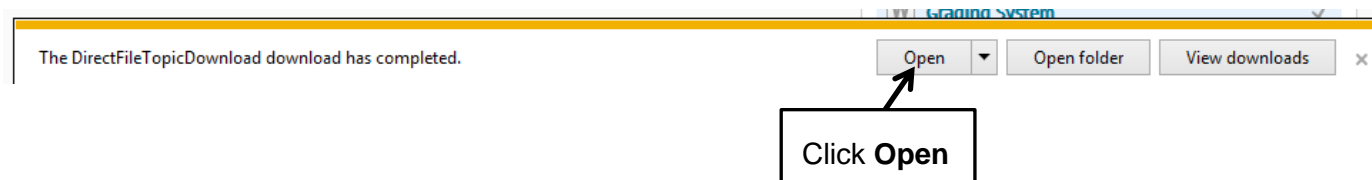


The following steps are for the Internet Explorer web browser.

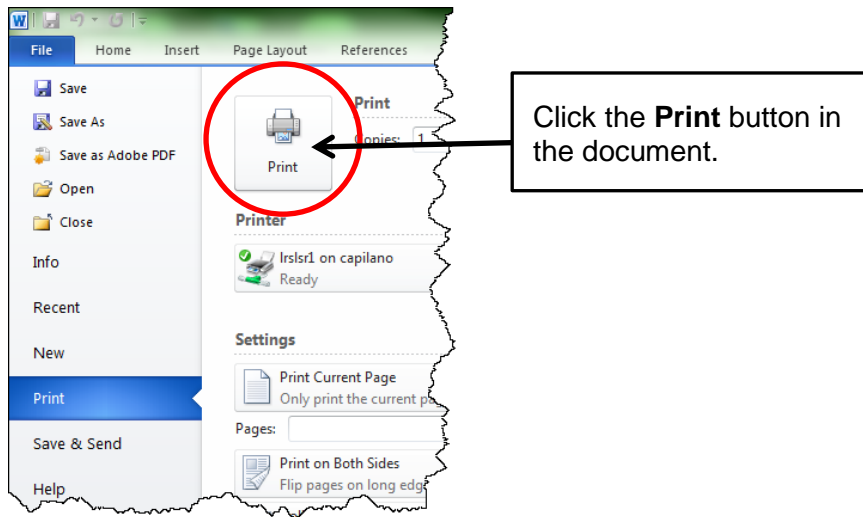
2. Click **Save** when the option appears at the bottom of the screen.



3. Click **Open** when the option appears at the bottom of the screen.



4. Click the **Print** option for the document. This will be different for each type of document. The example below is from a **Word document**.



Course tools and menus

All of the course tools and options will be found at the top of the page in the course **Navbar**. Click on the different categories to see the tools available in the course. Tools include discussions, calendar, email, locker (to store files), grades, quizzes, assignments and more.



This is the **Navbar**. Click on the category name to open a menu with a list of tools.

Example menu. Click on the tool you want to use.



{End of Section}



What is D2L email?

Email in D2L allows you to send and receive messages from your instructor and classmates. D2L mail automatically makes all students and instructors sharing the same courses into contacts for quick and easy messaging.

Where do I find the email tool in D2L?

There are many different places to access the email system in D2L. The easiest way to access it is at the top of the screen in the **Minibar**.



Click the **Messages** button in the **Minibar**.



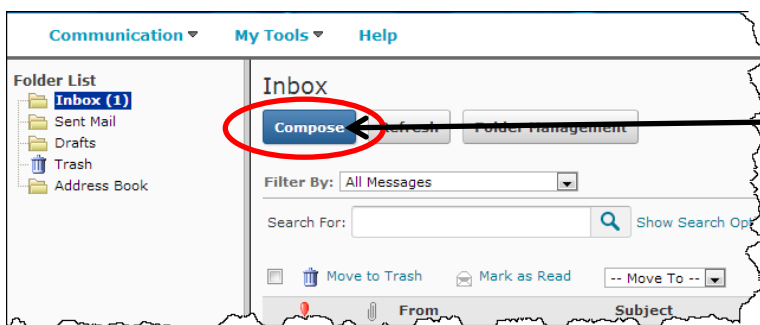
Click on **Go to Email**.

The D2L email tool will open and you can send a message to any student or instructor you share classes with.

Compose a message

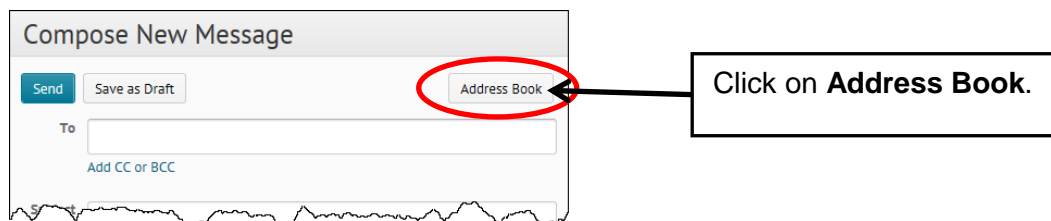
1. Complete the following steps to send a message from your D2L account:

1. Click on **Compose**.

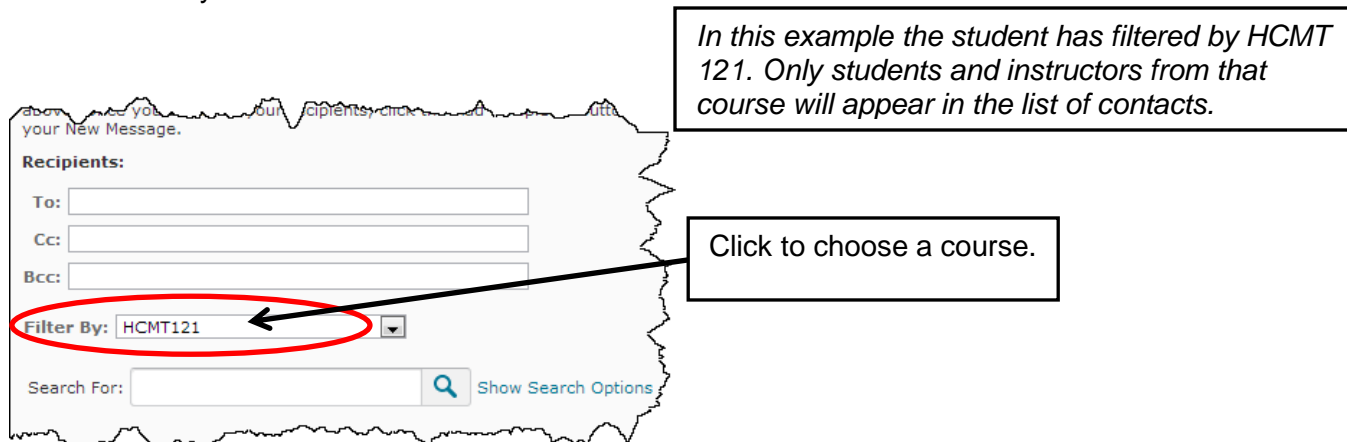


Click on **Compose**.

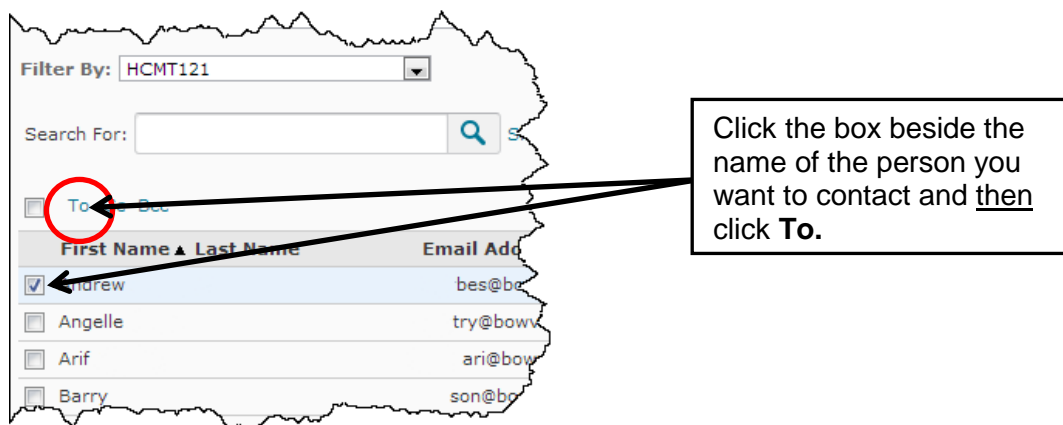
2. The **Compose New Message** window will open. Click on **Address Book**.



3. Shorten the list of contacts by clicking on the **Filter By:** drop down menu and clicking on the class you share with your contact.



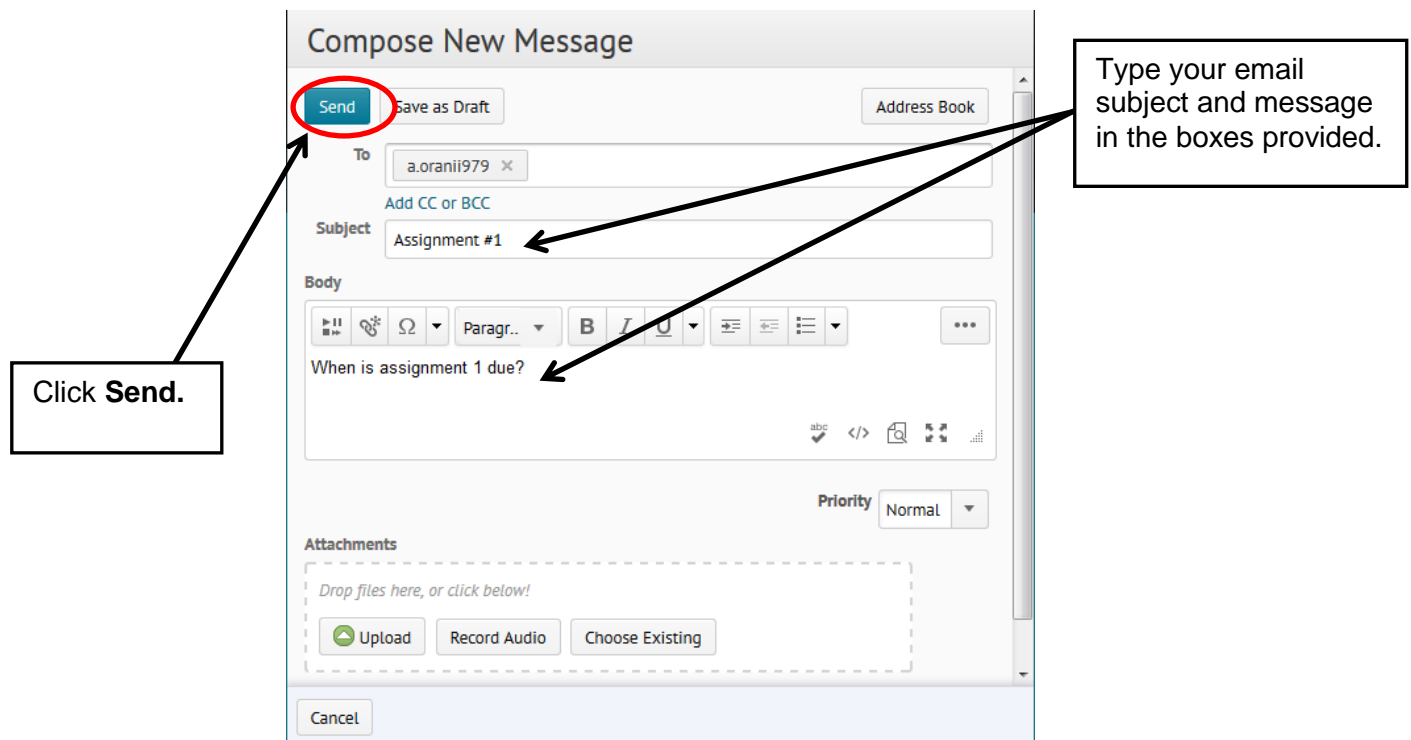
4. Click the checkbox next to the person you want to contact and then click **To** at the top of the list.



5. Click the **Add Recipients** button located at the bottom of the list of contacts.



- Now you are ready to compose your message. Type your subject and message and click **Send** when you are ready.



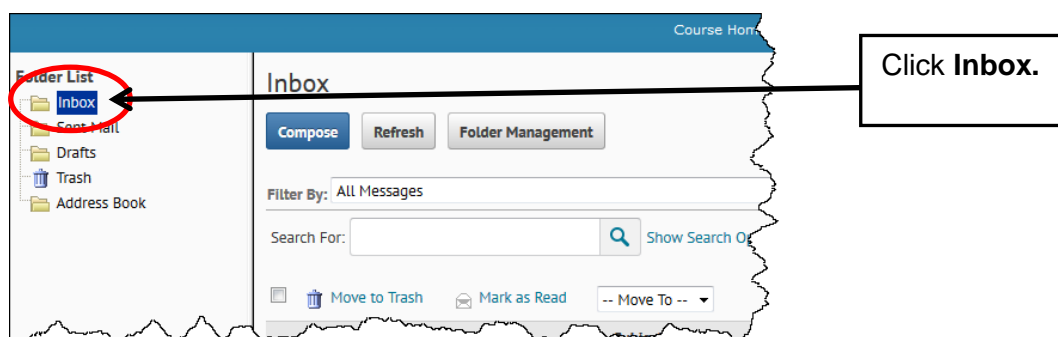
D2L mail can only be used to send email to students and instructors you share classes with. **D2L mail can only send mail to D2L, it cannot send messages to external emails and external emails cannot send messages to D2L.**

How do I read a message sent to me in D2L?

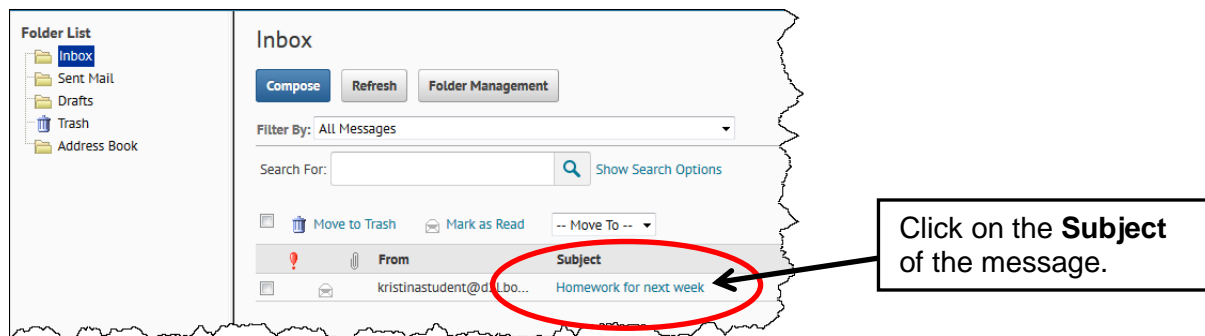
1.
2.
3.

Complete the following steps to read a message in D2L:

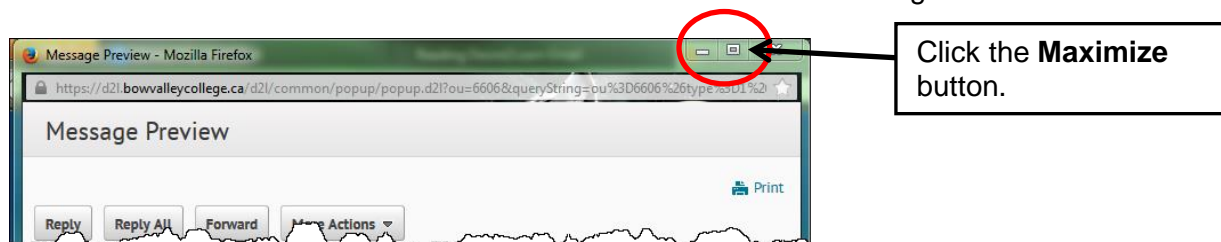
- To read email sent to you in D2L, open the **Email Tool** found in the **Minibar**, and then click on **Go to Email**. See instructions on page 10 for more details.
- To open and read the message click on the **Inbox**.



3. Next click on the **Subject** of the message you want to read.



4. Click the **Maximize** button on the screen to better view the message.

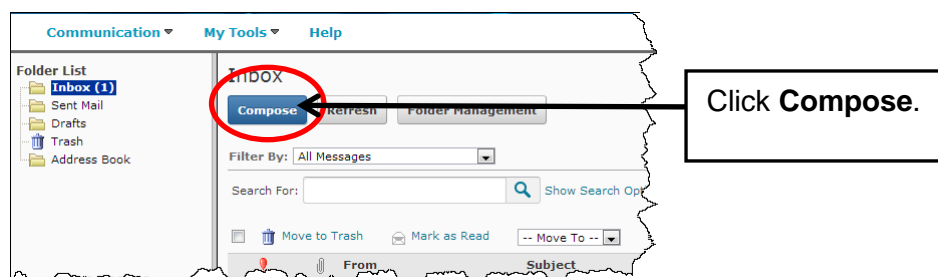


How do I send a file using D2L email?

To send a file to your instructor or to another student, you can attach the file to an email message. Start by opening your D2L email. See instructions on page 10 for more details. Once your email is open you are ready to send the file.

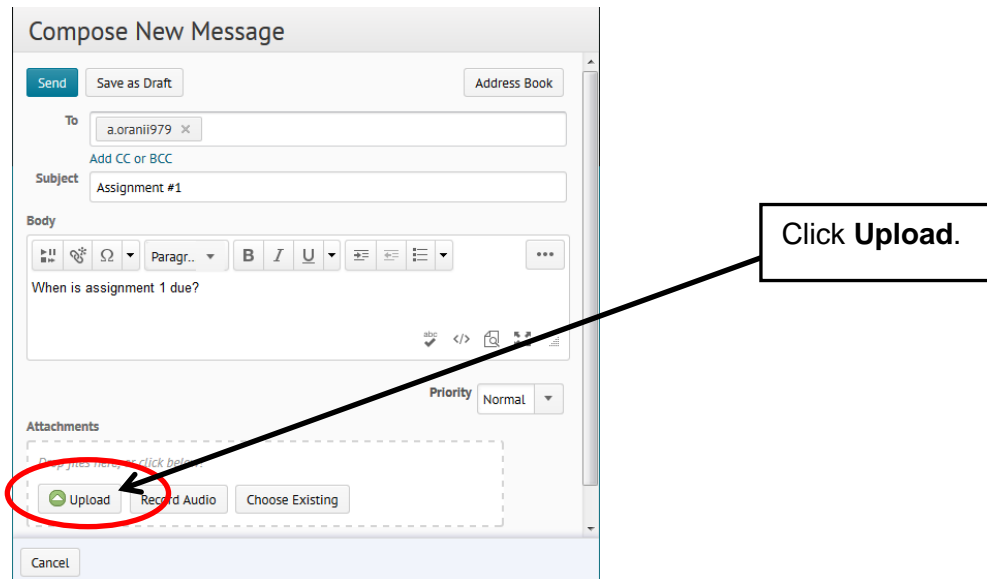
1. Complete the following steps to send a file with D2L email.

1. Click the **Compose** button in your email.



2. Compose your message as you normally would. Fill out the To: and Subject: fields and writing your message. See pages 10-12 for more information on composing a message.

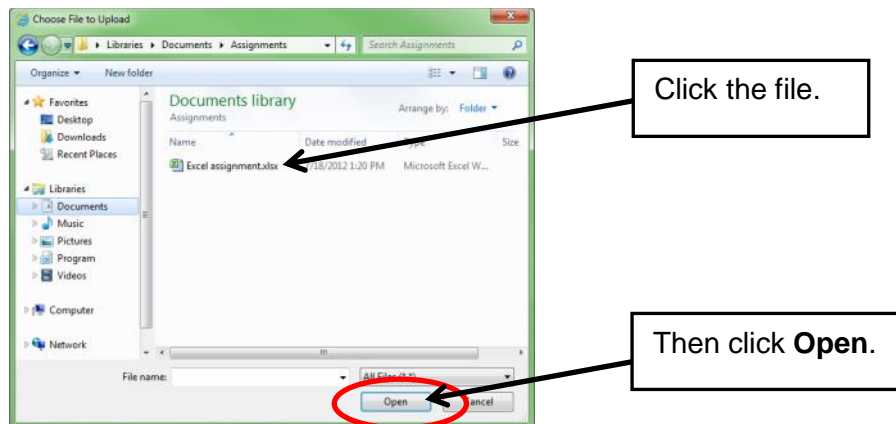
- Next click on **Upload** located on the bottom left hand side of the **Compose Message** window.



- Once you click **Upload** the **Choose file to upload** box will open. Locate your file on the computer.

The following steps are for the Internet Explorer web browser.

- Once you have located the document, click on the file, and then click **Open**.



After you click on **Open**, you will be brought back to your email message and your file will be attached. You can now add more files, or complete the message by clicking on **Send**.

{End of Section}



Discussions in D2L

What are D2L Discussions?

Discussions is a place where message threads can be displayed publicly to students and instructors in your class. Discussions are organized by Topics.

When you are taking a class at Bow Valley College, your instructor may ask you post a message thread onto the discussions or reply to various discussions. Everything posted is public to the entire class.

How to post a Discussion message

First enter the course in D2L that the discussion post is for and then complete the following steps.

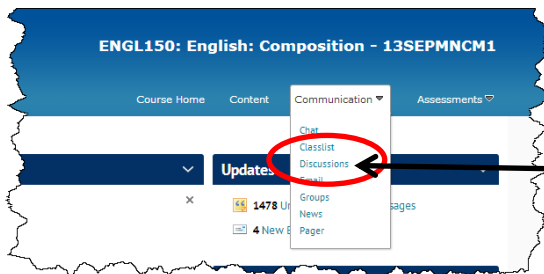
- 1.
2. Complete the following steps to create and post a discussion message thread in D2L.
- 3.

1. Click on **Communication** in the course **Navbar**.



Click
Communication.

2. Click on **Discussions** in the menu.



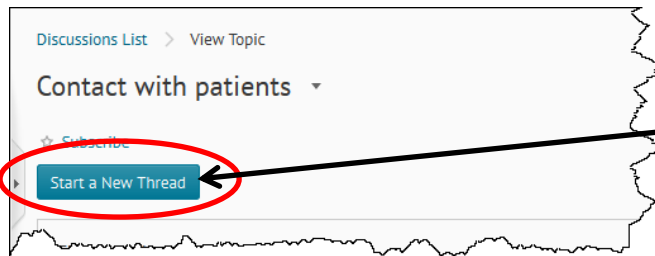
Click **Discussions.**

3. Click on the **Topic** for your post.



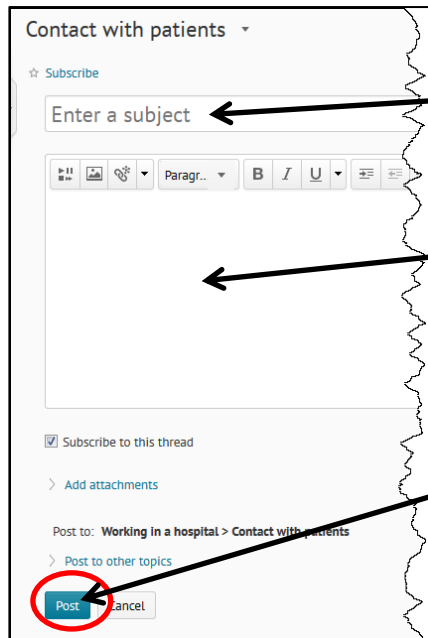
Click the **Topic** name
to begin.

- Once the **Topic** has opened, click **Start a New Thread**.



Click **Start a New Thread**.

- Here type in a Subject and Message. Complete the discussion by clicking **Post**.



Type a subject.

Type a message.

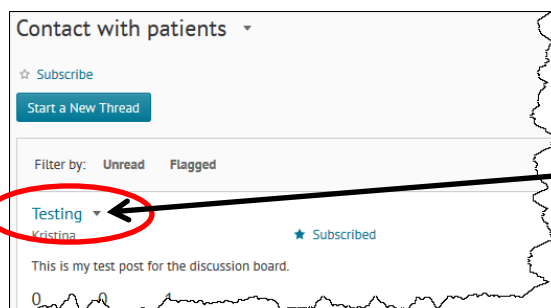
Click **Post**.

How to reply to a Discussion message thread

To reply to a discussion board posting, first open the course discussions and click on the topic. Please see instructions on page 15 for more details.

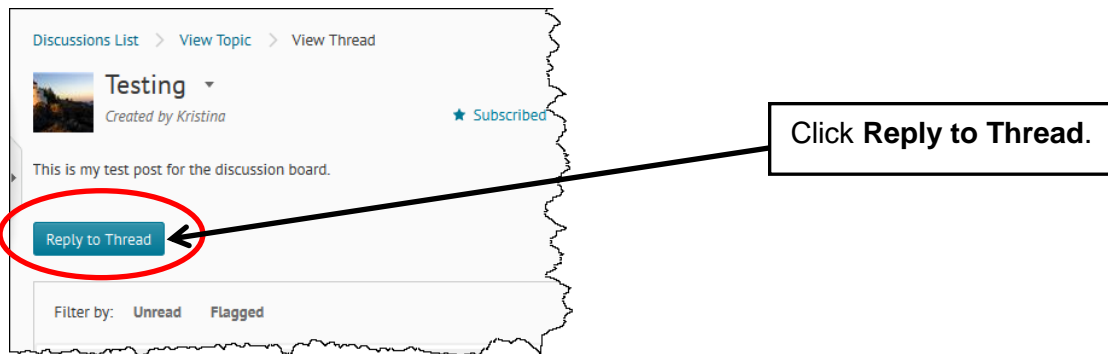
- 1.
2. Complete the following steps to reply to a discussion post.
- 3.

- Once you have clicked on the topic, locate the message that you want to reply to. Click on the **Subject** line for the message.

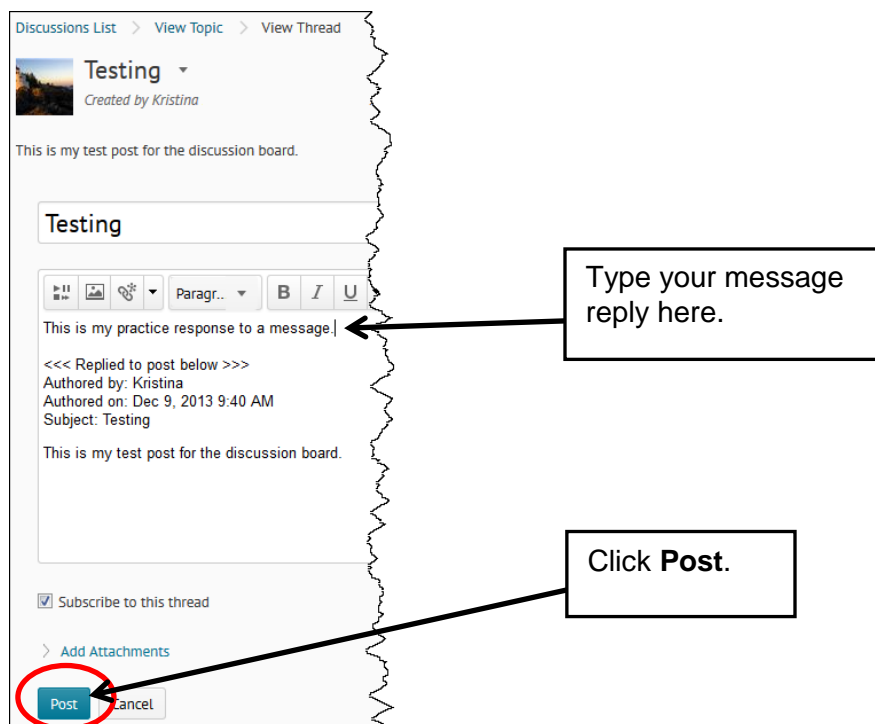


Click the **Subject** of the post you want to read.

2. The message thread will open and display. Click on **Reply to Thread** located on the top left of the message..



3. Type in the message, and then click **Post** on the left hand side at the bottom of the **Reply** window.



4. After you click **Post**, your message will be added to the discussions. The message will now be public and your class will be able to read it.



{End of Section}



Hand in Assignments in D2L

What is the Assignment Tool?

*Please note that the Assignment tool is named **Dropbox** in D2L.

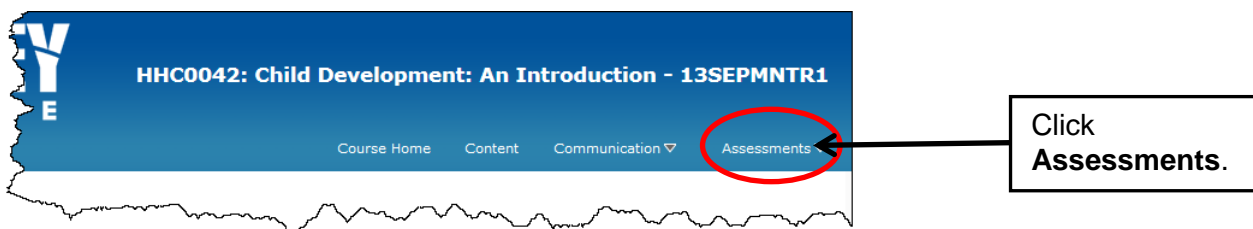
Depending on the course and program you are taking, your instructor may ask you to use the Dropbox tool to send your assignments. The Dropbox tool is another way for you to attach a file and send it to your instructor.

How do I find and use the Dropbox Tool in my D2L course?

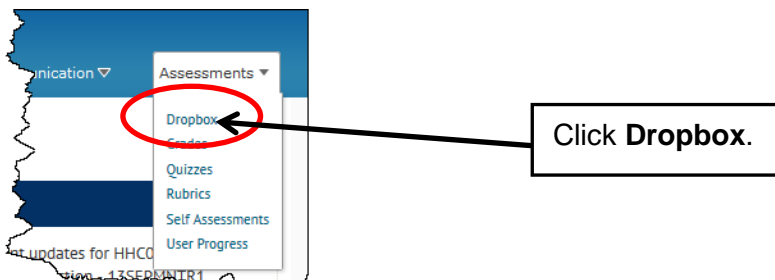
There are many different ways to find the Dropbox tool. The easiest way is described below.

1. Complete the following steps to find and access the assignment Dropbox tool.

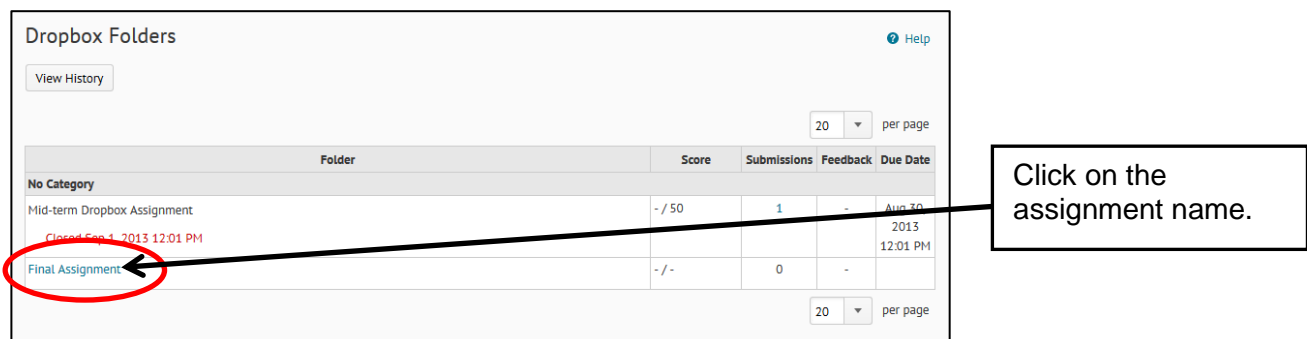
1. From the D2L home page click on the name of the course the assignment is in. In the course, click on the **Assessments** menu on the **Navbar**.



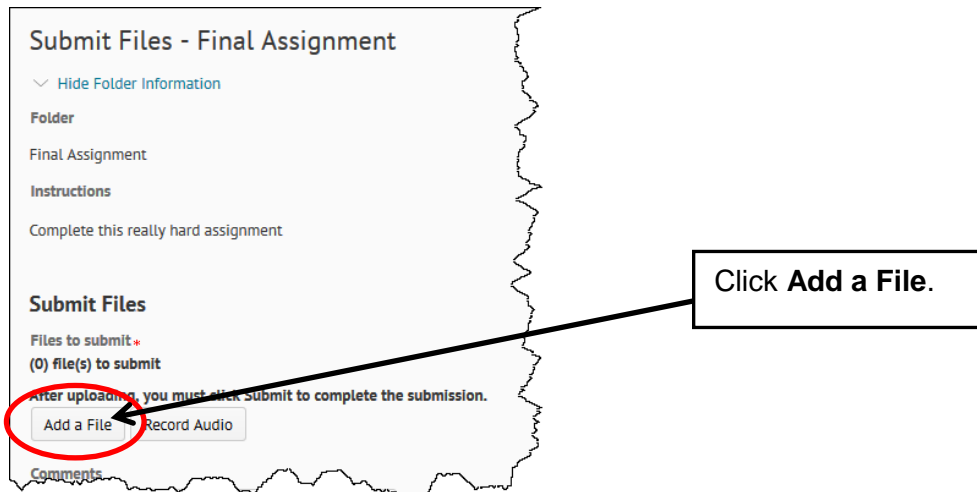
2. In the menu that opens, click on **Dropbox**.



3. A screen with a list of available assignments in the course will open. Click on the name of the assignment you want to access.



4. Click on **Add a File** to attach your saved and completed assignment.



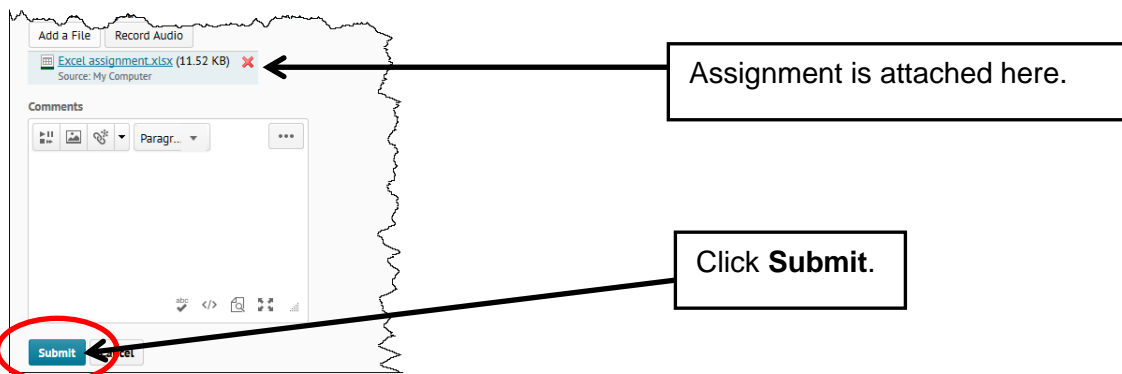
5. The **Add a File** window will open. Click **Upload**.



6. Once you have uploaded your assignment from your computer click **Add**.



7. After you click **Add**, you will be brought back to your assignment page. Your file will be attached. Click **Submit** to complete the process.



{End of Section}



Taking a D2L Quiz or Test

Where are quizzes and tests located in D2L?

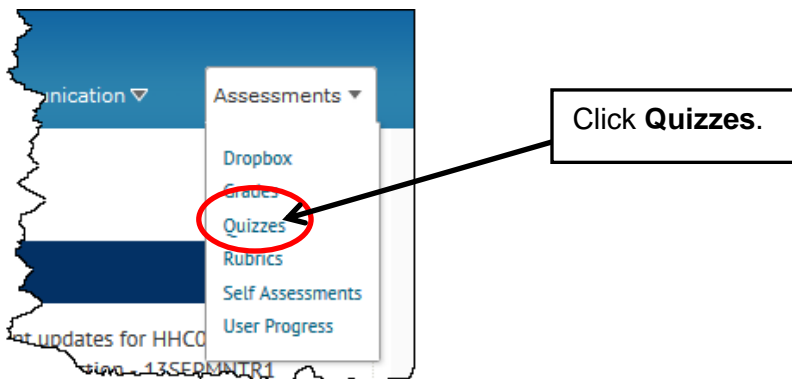
There are many different ways to access your quizzes in D2L. The easiest way is using the course **Navbar**.

To find quizzes, click on the name of the course from your D2L home page.

Next click on the **Assessments** menu on the course **Navbar**.

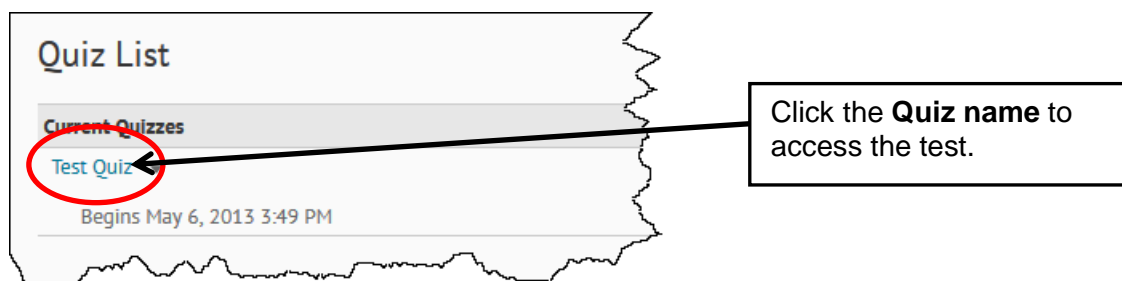


Click on the **Quizzes** button in the menu.



This will open a list of available quizzes in the course.

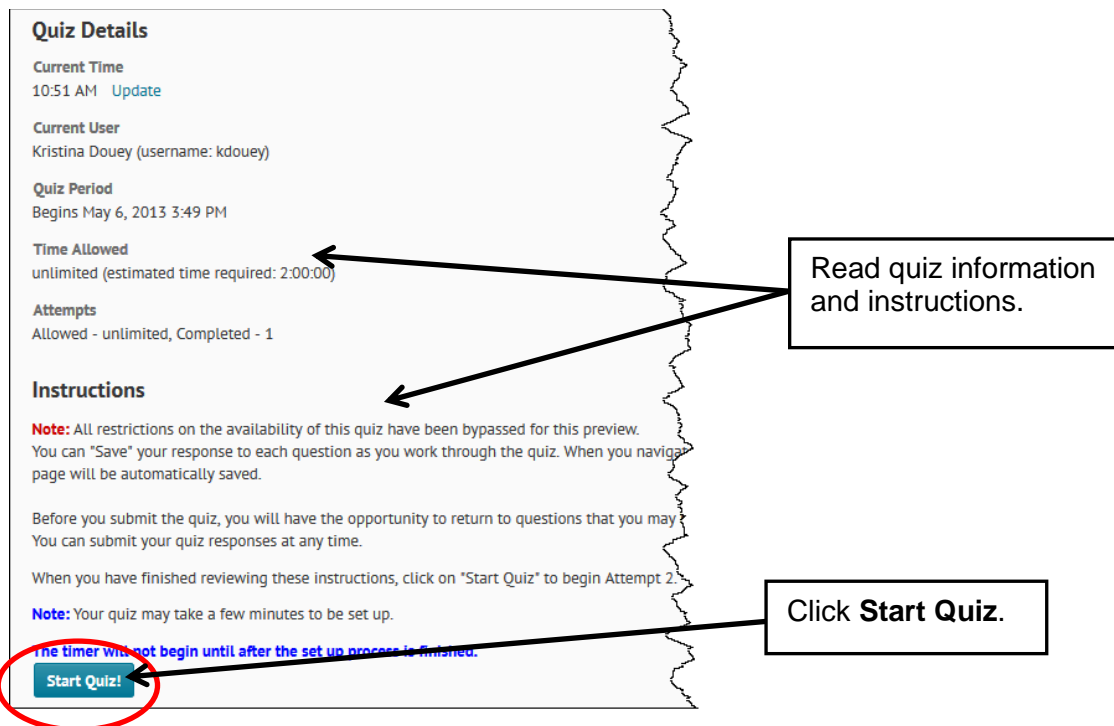
Click on the name of the quiz you want to write.



How do I access and write a D2L quiz?

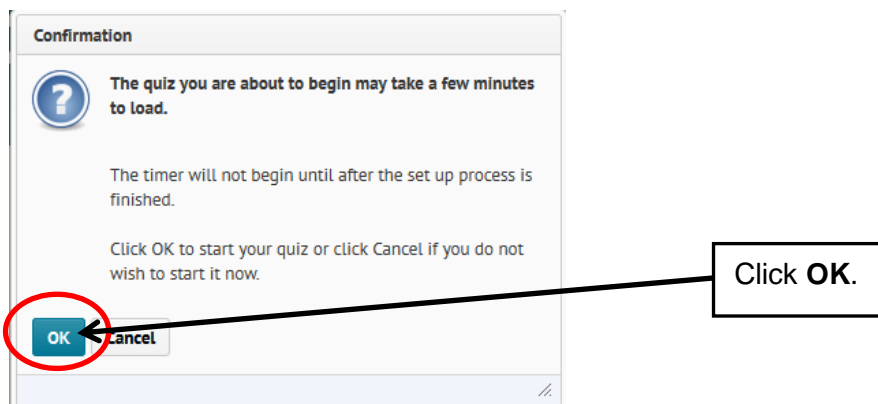
- 1.
2. Complete the following steps to find and write your D2L quiz.
- 3.

1. Go to the course that the quiz is in and click on the **Assessments** menu.
2. Click on **Quizzes** and click on the name of the quiz you are ready to write. Please see page 20 in this menu for more detailed instructions for finding quizzes.
3. Read the instructions for the quiz then click **Start Quiz** located at the bottom of the screen.



The screenshot shows the 'Quiz Details' page in D2L. It includes sections for 'Current Time' (10:51 AM), 'Current User' (Kristina Douey), 'Quiz Period' (Begins May 6, 2013 3:49 PM), 'Time Allowed' (unlimited), and 'Attempts' (Allowed - unlimited, Completed - 1). The 'Instructions' section contains a note about restrictions being bypassed for a preview and a 'Start Quiz!' button at the bottom. Two callout boxes with arrows point to the 'Start Quiz!' button: one labeled 'Read quiz information and instructions.' pointing to the top of the page, and another labeled 'Click **Start Quiz**.' pointing directly to the button. A red circle highlights the 'Start Quiz!' button.

4. Click **OK** when the confirmation opens.



The screenshot shows a 'Confirmation' dialog box with a question mark icon. The text inside reads: 'The quiz you are about to begin may take a few minutes to load. The timer will not begin until after the set up process is finished. Click OK to start your quiz or click Cancel if you do not wish to start it now.' At the bottom, there are 'OK' and 'Cancel' buttons. A red circle highlights the 'OK' button, and a callout box labeled 'Click **OK**.' points to it with an arrow.

5. The quiz window will open.

Test Quiz

Est. Length: 2:00:00 Time Taken: 0:00:00 Kristina : Attempt 1 Timer

Questions

0 of 2 questions saved

Page 1:

1 2

Legend

Saved Response

Unsaved Response

Info Item

Quiz Status

Quiz Started

Quiz

Note: It is recommended that you save your response as you complete each question.

Question 1 (1 point)

You click on your username at the top to find the 'log out' button

☐ True

☐ False

Save

Question 2 (1 point)

The menu under the Bow Valley College logo with the titles: Communication, Course Home, Content etc. is called the

abc

Save

Save All Responses Go to Submit Quiz

Test/Quiz questions.

Number of questions.

6. Click the question number on the left hand side to go to the different questions.

7. Click the box for multiple choice questions and type in the box for written response questions.

8. Click **Save** after answering a question.

Question 1 (1 point)

You click on your username at the top to find the 'log out' button

☒ True

☐ False

Save

Click **Save**.

9. Click **Go to Submit Quiz** when every question has been answered.

Save

Question 2 (1 point)

The menu under the Bow Valley College logo with the titles: Communication, Course Home, Content etc. is called the

Navbar

Save

Save All Responses Go to Submit Quiz

Click **Go to Submit Quiz**.

10. Click on **Submit Quiz** if you are ready to hand in the quiz. To go back, click the question number you want to go back to and click **Submit Quiz** after you are done your review.

Click a question number if you want to **go back** to the quiz.

Click **Submit Quiz** to hand in the quiz.

11. Click **Yes, submit quiz** to confirm.

12. Your quiz will be handed in to your instructor. You **MAY** or may not be able to see your grade immediately and review the quiz answers. This depends on how the instructor has made the quiz.

{End of Section}

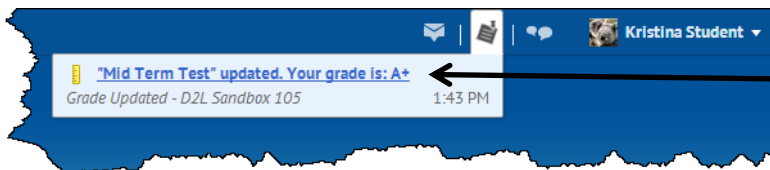
How can I check my grades in D2L?

When an instructor places a new grade in D2L, you will receive instant notification on your **Minibar**. A red dot will appear in your notifications to let you know something new is available.



Click the red notification to read it.

When you click the notification you will be able to read it. If it is a grade, it will be posted inside the notification. Click the grade to see the entire gradebook for the course.



Click the grade to go to the grade book for the course.

The image below represents an example of a grade book for a D2L course.

Grades			
Grade Items			
Grade Item	Points	Grade	Feedback
Discussions			
Week One Discussion	- / 5	-	
Assignments			
Mid-Term Dropbox Assignment	48 / 50	A+	Individual Feedback: Excellent work! Please see my comments attached
Tests			
Mid Term Test	100 / 100	A+	

How do I check my grades for all of my courses?

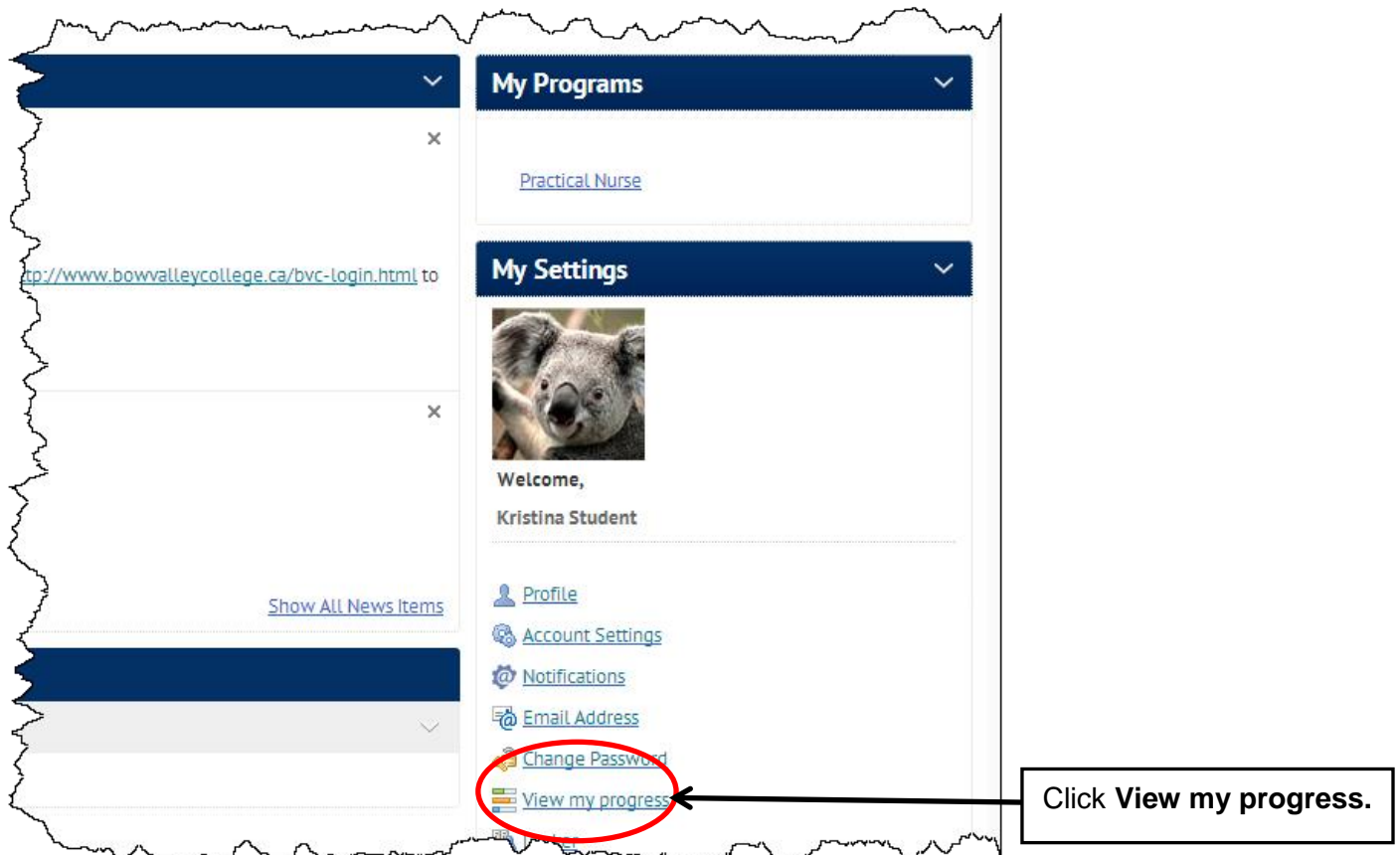
You can access all of your course gradebooks at once by going to your D2L Home Page and clicking on **View my progress** in the My Settings area of the page.

- 1.
2. Complete the following steps to check your grades for all courses.
- 3.

1. Click on **My Home** in the **Minibar** to return to your D2L home page.



2. Click on **View my progress** in the My Settings section.



3. A D2L progress window will open. Click on the course you want to check your grades in and then click **Grades**.

The screenshot shows the D2L Grades Progress interface for a student named Kristina. On the left, a sidebar lists several courses: D2L Sandbox 105, D2L Sandbox 102, D2L Sandbox 107, and D2L Sandbox 108. Under D2L Sandbox 105, there is a sub-menu with links for Summary, **Grades** (which is circled in red), Objectives, Content, Discussions, Dropbox, Quizzes, Checklist, Surveys, and Login History. The main content area is titled 'Grades Progress' and shows 'Graded Items' for 'Tests' (100 / 100 A+) and 'Assignments' (48 / 50 A+). Two annotations are present: one box labeled 'Click **Grades**.' with an arrow pointing to the 'Grades' link in the sidebar, and another box labeled 'Click another course name to see the grades in that course. Click **Grades** for the new course.' with an arrow pointing to 'D2L Sandbox 107' in the course list.

{End of Section}